



## Seminole Nation of Oklahoma

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Procurement Office  
P.O. Box 1498, Wewoka, OK 74884

### REQUEST FOR PROPOSAL – Architectural/Engineering Services

# **Seminole Nation of Oklahoma REQUEST FOR PROPOSAL**

## **INTRODUCTION**

The Seminole Nation of Oklahoma (Nation) is seeking a qualified firm to provide design services for the Nation. The firm selected will prepare the design plans and provide inspection services and construction management services during the construction of any potential project. Plans shall conform to the latest edition of the International Building Code (IBC), and current health, life safety, and fire codes, as well as requirements of the Americans with Disabilities Act (ADA). Other specific guidelines may become applicable depending on type of project.

Selection of the firm will be based on cost, experience, prior performance of the firm, and Indian preference or any other Federal preferences.

To be considered, one (1) original and three (3) copies of the proposal must be received by Joseph Farani, Procurement Specialist, Seminole Nation, PO Box 1498, Wewoka, OK, 74884, at or before 12:00 pm CST, the 30<sup>th</sup> day of October, 2014. Faxed or e-mailed proposals will not be considered. Absolutely NO exceptions shall be made for proposals not received by the appointed time. The Seminole Nation reserves the right to reject any and all proposals submitted.

## **OBJECTIVE**

In issuing this Request for Proposal (RFP), the Nation is interested in seeking proposals from competent firms to provide professional and technical services in the development and construction of projects throughout Seminole County, Oklahoma.

Services shall include sketch plans, renderings, estimates, hard scaled plans, elevations, site plans, etc.

## **SUBMISSION OF PROPOSALS**

Proposals shall include:

- Name, address, and description of the firm;
- Qualifications of the firm and of the particular staff to be assigned.
- The firm should provide an affirmative statement that it is independent of the Seminole Nation of Oklahoma.
- Description of projects(s) completed by the firm within the past five (5) years;
- References (at least three) will be required so the Nation can seek feedback from current and past customers of the firm;
- A statement of the professional liability insurance coverage carried by the Proposer;
- Total compensation requested. Please submit one (1) original and three (3) copies of the proposal. Please review the Statement of Qualification Content in the Exhibits.

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- If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal.

## **SUBMISSION OF PROPOSALS**

All responses to this Request for Proposals are to be submitted to:

Mr. Joseph Farani  
Procurement Office  
36645 Highway 270  
P.O. Box 1498  
Wewoka, OK 74884

**All proposals must be received by the Procurement Office no later than 12:00 p.m. CST on October 30, 2014.**

## **SELECTION PROCESS**

The firm will be selected based on the proposed cost, experience, prior performance, and Indian preference or any other Federal preferences. The Nation is looking for the lowest cost, responsive and responsible proposal from a firm who has exhibited responsive and responsible performance in the past.

## **EVALUATION**

Proposals submitted will be reviewed jointly by the Procurement Office and the Executive Office for selection.

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Seminole Nation of Oklahoma. The following point range will be used during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.  
0 to 20 Points
2. Technical experience of the firm.  
0 to 25 Points
3. Qualifications of staff, including consultants, to be assigned to the Nation.  
0 to 25 Points
4. Cost of the Services.  
0 to 20 Points
5. Indian Preference and/or all other Federally Recognized Preferences.  
10 Points

## **PROJECT COST**

The firm shall provide to the Nation conceptual design services for a multitude of applications required by various Federal Agencies and Tribal Programs. Billing will be on a per project basis starting with an initial cost and rate for billable hours.

## **REVIEW PROCESS**

Staff from the Executive Office and the Procurement Office will review each response to the RFP and may meet or contact some or all of the respondents. Staff may request that proposers clarify, supplement, or modify certain aspects of the information submitted. No proposal revisions or supplemental material will be accepted after staff review.

## **RIGHT TO REJECT**

The Nation reserves the right to reject any or all proposals, if, in the Nation's judgment, the proposal(s) in question does not meet the needs of the Nation, or for any reason it deems suitable.